

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b>	<b>2. AGENCY</b>	<b>3a. POSITION NO.</b>
UGANDA	USAID	65727754D
<b>3b. SUBJECT TO IDENTICAL POSITIONS?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

<b>4. REASON FOR SUBMISSION</b>
<input checked="" type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: <u>65727754D</u> Title: <u>Development Program Asst.</u> Series: <u>4005</u> Grade: <u>FSN-8</u>
<input type="checkbox"/> b. New Position
<input type="checkbox"/> c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	Development Program Assistant	09		
b. Other:				
c. Proposed by Initiating Office:				

<b>6. POST TITLE POSITION</b> (if different from official title) Development Program Assistant (DPA)	<b>7. NAME OF EMPLOYEE</b> Vacant
<b>8. OFFICE/SECTION:</b> Program & Policy Development Office	a. First Subdivision:
b. Second Subdivision:	c. Third Subdivision:

<b>APPROVALS AND SIGNATURES SECTION</b>			
<b>9.</b> This is a complete and accurate description of the duties and responsibilities of my position.	<b>10.</b> This is a complete and accurate description of the duties and responsibilities of this position.		
Typed Name and Signature of EMPLOYEE <span style="float: right;">Date (mm-dd-yy)</span>	Typed Name and Signature of SUPERVISOR <span style="float: right;">Date (mm-dd-yy)</span>		
<b>11.</b> This is a complete and accurate description of the duties and responsibilities of this position. <b>There is a valid management need for this position.</b>	<b>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>		
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD <span style="float: right;">Date (mm-dd-yy)</span>	Typed Name and Signature of Human Resources Officer <span style="float: right;">Date (mm-dd-yy)</span>		

**13. BASIC FUNCTION OF POSITION**

The Program Development Specialist (PDS) is a key member of USAID/Uganda's Program and Policy Development Office (PPD). PPD provides broad guidance, analysis, and leadership in the formulation and management of USAID/Uganda's overall economic development assistance strategy. PPD is responsible for developing policies and procedures that govern portfolio implementation. The office plays a leadership role in the Mission's portfolio from the pre-activity stage of planning and concept paper review, through the design, implementation, evaluation and closeout processes. The office is also responsible for ensuring Agency guidance and procedures are adhered to, as well as developing Mission policies and systems to ensure quality, results-oriented activities are being implemented. PPD has additional responsibilities that include leadership in gender equality, Collaborating, Learning and Adapting (CLA) and Information and Communications Technology; financial management reviews; partnerships; the Mission web site; and reviews of unsolicited applications.

The PPD Program Development Specialist provides a broad range of support services to the PPD office and the larger USAID/Uganda Mission in the areas of budget tracking and processing of obligating documents with the Government of Uganda; project design, review and approval processes, knowledge management/CLA, and monitoring and evaluation. The PDS assists in shepherding new projects and activities through the design process in accordance with the Mission Order and under the guidance of the Mission Project Design Officer, and in planning, organizing and carrying out the quarterly Mission implementing partners' meetings, and the biannual Mission portfolio reviews. The PDS is periodically designated as Assistance Officer Representative or Contracting Officer Representative (AOR/COR), or alternate AOR/COR, as appropriate, for PPD-managed activities such as evaluations, studies, assessments related to subjects concerning the entire Mission, such as CLA and Organizational Development exercises. The PDS also coordinates and maintains accurate reporting to USAID/Washington (USAID/W) on all Mission participant training activities through the TraiNet and other information systems. For U.S.-based participant training for non-U.S. nationals, s/he ensures completion of pre-departure requirements/clearances, training database (TraiNet) management, monitors the Visa Compliance System (VCS), follow-up, USAID/W reporting, and liaison with implementing partners and other USG agencies for which USAID processes on participant training matters. S/he is PD's main Point of Contact (POC) in the annual Mission-wide annual Federal Managers' Financial Integrity Act (FMFIA) audit exercise, ensuring completion of PPD-related actions necessary to obtain full Mission compliance. The PDS is supervised by the Deputy Director of PPD.

**14. MAJOR DUTIES AND RESPONSIBILITIES****% OF TIME**

The PDS leads or supports a wide array of general, Mission-wide portfolio responsibilities. This includes:

1. Support to Mission Program Activity Design, Review and Approval Process (25%): In close coordination with the PPD Project Development Officer, the PPD Deputy Director and the respective Mission technical office/Development Objective Team, the PDA will support compliance with the Mission Order on Project Design and Chapter 200 of the USAID Automated Directive System. Illustrative activities include organizing Mission Management concept paper and Project Appraisal Document reviews to ensure appropriate due diligence in program design and implementation for the Mission as a whole. Follow up these processes to ensure formal, written approval (or disapproval) of new activities/projects is duly documented. Logs activity design review and approval documents in and out of PPD, ensuring completeness of documentation and its timely processing. Prepare activity development documentation such as Activity Authorization Documents, Modified Acquisition and Assistance Documents (MAARDs), and other documentation for Mission clearances. Exercise strong interpersonal communications skills in liaising with all members of the Project or Activity Design Team.
2. Knowledge Management (25%): Support the PPD Organizational Learning Advisor and the FSNPSC Knowledge Management Specialist in the planning, design, execution and, where appropriate, after-action review and stock-taking of CLA activities such as workshops, conferences, training, and/or Insights profiles administration and documentation. S/he tracks Mission staff participation in the required meetings with Uganda District Local Governments and USAID implementing partners under the Mission's District Operational Plan activity-implementation and local-engagement modality, maintaining the PPD register of Mission staff who have agreed to regularly serve as representatives and ensuring coverage when a given representative is unable to attend meetings.
3. Monitoring and Evaluation (M&E) (25%): Provide administrative support to the PPD Senior M&E Specialist and the PPD M&E Specialist in tracking activity and project evaluations and related surveys/assessments to ensure a timely design, award and completion that maximizes their value as learning tools for the Mission. Tracks Mission AOR/COR compliance with Agency performance data certification exercises, such as those required for completion of the annual Performance Plan and Report. Maintains a log for PPD to track compliance. Following official USAID/M/OAA certification as an AOR/COR, may be designated as AOR or COR for evaluation, assessment and/or learning activities of less than one year's duration and less than \$500,000 in life-of-activity budget.

4. Mission Participant Training Coordinator (15%): Serve as the participant training coordinator for the entire USAID Mission, as well as for other U.S. Government (USG) -funded training programs. For participants in U.S.-based trainings, ensure compliance with pre-departure requirements (in-country clearance, medical examination and visa forms), and timely application by candidates for J-1 visas with the U.S. Embassy/Kampala Consular Section. Advise Mission staff and implementing partners on participant-training policies and procedures. Manage the Training Results and Information Network (TraiNet) and monitor the Visa Compliance System (VCS) to ensure data entered into the TraiNet system is complete and accurate in the VCS. Compile, maintain and monitor a participant-training database, including periodic reviews to ensure compliance with all USG reporting requirements, and to minimize Mission vulnerabilities.

5. Budget/Funds Obligation/Back-Up GLAAS Requestor for Mission (10%): Supports the PPD Budget Team in the timely processing and signature of bilateral funds-obligation documentation by the Ministry of Finance Development Assistance Office (MOFPED). Whenever required, personally transmits hard-copy and electronic bilateral funds-obligation documentation to MOFPED for processing and signature, follows up, and ensures their return to the Mission, signature by the Mission Director (or the person acting in that capacity) and appropriate filing at the Mission. Upon completion of Agency-required training, serves as back-up Requestor for the entire USAID/Uganda Mission in the USAID Global Acquisition and Assistance System (GLAAS). Coordinate PPD's portion of the Mission-wide annual Federal Managers' Financial Integrity Act (FMFIA) audit to ensure compliance. Advise Mission's Management Control Review Committee (MCRC) on any PPD-related FMFIA audit issues, and steps being taken toward their resolution.

## 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: A University Degree – at the Bachelor's Degree level in public or business administration and/or management is required.
- b. Prior Work Experience: At least five years of progressively responsible experience is required in development-project documentation, program design, management, and or evaluation, or similar work, at least three years of which should be with an international organization or agency doing development-assistance donor or implementing-partner organization. Experience in project management support, the collection, analysis and interpretation of data and presentation of findings in both oral and written form is required.
- c. Post-Entry Training: On-the-job training in office procedures, automated word processing systems. Specialized training in computers and software programs as required. Programming Foreign Assistance, Project Development and Management, AOR/COR Certification and other, related USAID courses as required and available.
- d. Language Proficiency: Level IV English; Excellent English language oral and written communication skills are required.
- e. Job Knowledge: A thorough knowledge of administrative and documentation procedures, including standard business formats for correspondence and business/diplomatic protocol, is required. Good understanding of GOU organization and operations, and a capacity to learn and understand USG operations, procedures, and policies regarding the planning, design, implementation and performance-monitoring and evaluation of USG official development assistance. Thorough understanding of USAID office and administrative policies and procedures for management of its program in Uganda, and familiarity with participant training-type programs, is highly desirable.
- f. Skills and Abilities: Ability to read/understand, analyze and report out clearly and concisely - in both oral and written form - complex data and narrative material regarding development assistance, the local development context, USG policies and procedures, and related subjects, to a wide variety of audiences. Ability to read and interpret spreadsheets of medium related to budgets and development statistics. Ability to use and train others in various office machines and computers with a variety of software programs i.e. word-processing, dbase and spreadsheet applications. Ability to establish and maintain a wide variety of contacts in public and private sectors. Must have the professional and interpersonal skills to effectively handle inter-office relations and workflows, and to facilitate cross-cultural and interagency relationships. Able to obtain, analyze and organize large volumes of complex data and to prepare concise and accurate reports based on that data.

## 16. POSITION ELEMENTS

## INTERAGENCY FSN EMPLOYEE POSITION DESCRIPTION

- a. Supervision Received: The incumbent receives minimum direct supervision from the PPD Deputy Director, and is expected to demonstrate considerable initiative in completing work in assigned functional areas.
- b. Supervision Exercised: Position is non-supervisory
- c. Available Guidelines: USAID Automated Directives System, Mission Orders, and Administrative Notices on portfolio development and participant training; USG participant-training related visa regulations and procedures, and FMFIA guidelines.
- d. Must utilize good judgment in preparing, editing, managing, discussing and/or distributing official USG information, including correspondence and official documentation, to individuals both inside and outside the USAID Mission. Must understand the different levels of confidentiality and special handling of USG official documents, including both regular unclassified and sensitive-but-unclassified information. Good judgment is also required in maintaining confidentiality and tactfully providing only appropriately authorized information in response to inquiries, as well as in planning, evaluating the relevance and reliability of information, in organizing and presenting data during the preparation of documents, selecting and processing of training plans, applications, funds and the determination of their fitness and usefulness with the GOU and USAID systems.
- e. Authority to Make Commitments: The incumbent establishes priorities in the performance of his/her duties and responsibilities. S/he may make recommendations but not final decisions on policy matters. S/he may not make financial commitments on behalf of the USG, unless specifically authorized to do so when formally designated as an AOR/COR by the USAID Office of Acquisition and Assistance.
- f. Nature, Level, and Purpose of Contacts: The incumbent has frequent contacts with all Mission offices and teams; periodic contact with USAID partners; limited contact with Government of Uganda officials. Contacts maintained to obtain key information for report preparation, tracking document processing, and monitoring implementation of agreed actions.
- g. Time expected to Reach Full Performance Level: Two years.